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6 MAY 1964

MEMORANDUM FOR: Chief, Administrative Staff, OL  
Chief, Security Staff, OL  
Chief, Procurement Division, OL  
Chief, Logistics Services Division, OL  
Chief, Supply Division, OL  
Chief, Printing Services Division, OL  
Chief, Transportation Division, OL  
Chief, Real Estate and Construction Division, OL

SUBJECT: Annual Report to the President's Foreign Intelligence Advisory Board

1. The SPA-DD/S has notified the Office of Logistics that the annual report to the President's Foreign Intelligence Advisory Board will cover the period 1 July 1963 to 30 June 1964. Addressees are requested to prepare staff and division reports for inclusion in the Office of Logistics report.

2. The Planning Staff has been directed to compile this report for the Office of Logistics. Individual reports should cover important aspects of addressee activities and summarize accomplishments during the period. Information of a broad policy or managerial nature is desired rather than elaborate details.

3. It is requested that addressees submit reports to the Planning Staff by Friday, 26 June 1964. [redacted] extension [redacted] is the project officer for this report.

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[redacted]  
Chief, Planning Staff, OL

Distribution:

- 1 - Ex. Addressee
- 1 - OL/PS (Official)

OL/PS/P&CB/[redacted] (6 May 64)

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